



	Report prepared by: Date: On behalf of:	
1	Summary of the event and circumstances	
2	Type and amount of personal data	
3	Actions taken by recipient when they inadvertently received the information	
4	Actions taken to retrieve information and respond to the breach	
5	Procedures / instructions in place to minimise risks to security of data	
6	Breach of procedure/policy by staff member	
7	Details of notification to affected data subject Has a complaint received from Data Subject?	
8	Details of Data Protection training provided:	
9	Procedure changes to reduce risks of future data loss	
10	Conclusion	